



# Woree State High School

## Student Work Experience Policy

Version 5

### ***Every student succeeding***

Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

*Queensland Department of Education  
State Schools Strategy 2019-2023*

# POLICY: Student Work Experience

Student Work Experience is an ideal opportunity for students at Woree State High School to have the first hand opportunity to sample career options that cannot be provided in the classroom. Work Experience also offers students to make the connection of what they have learnt in the classroom with the 'world of work'.

## Work Experience placements assist students in their transition from school to work and aim to:

- acquaint students with non-gender stereotyped occupations
- give students insights into the nature of diversity of employees in the workplace
- help students make informed career decisions by assessing their aptitudes and interests, and exploring potential careers
- improve students' maturity, confidence and self reliance
- prepare students for the demands and expectations of the working world
- provide
  - a link between school and local community
  - an opportunity to extend the theoretical learnings of the classroom into practical applications in the workplace
- provide opportunities for students to:
  - become more informed about the current labour market issues
  - learn about family care, household management and other unpaid work options in community activities
- provide students with
  - an opportunity to relate school studies with workplace contexts
  - appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- provide schools with an initiative to forge stronger links between education and industry

Students at Woree State High School have the opportunity to complete Work Experience during their schooling time. These are:

- a. **Structured work placements.** A structured work placement involves the student participating in specific tasks in the workplace as described in the VET in Schools program. It may occur where the VET in Schools program does not mandate assessment in the workplace. Prior to the placement, negotiation occurs between the teacher, student and the work experience provider, to identify the specific tasks for the student.
- b. **Work sampling.** A work sampling placement is one in which students have the opportunity to test personal vocational preferences through performing tasks in a workplace. Students select placements according to their future occupational aspirations. The student may experience the following outcomes:
  - clarification of employment goals;
  - first-hand information about what it means to work, as well as about the work processes of the organisation and the work environment.
- c. **Work shadowing.** Work shadowing provides students with the opportunity to learn actively about people at work and to examine the work role they perform. Students gain access to occupational areas that may not be suited to work sampling, e.g. lawyer, dentist, chemist. The focus of work shadowing is the role of the worker(s) being shadowed, rather than the performance of work tasks or the investigation of the workplace.
- d. **Research work experience.** A research work experience requires a student or group of students to assume the role of researchers in the workplace. The teacher, student and work experience provider decide upon a topic of inquiry and match the work experiences to the topic. The placement links one or more school subjects with the experience of work. Students seek assistance from the teacher and the work experience provider, to develop appropriate research skills which can form the basis of ongoing work in the classroom.

## Who completes placement?

- a. Year 11 and 12 Vocational Education & Training subjects, Structured Work Placement is a **mandatory component**. Students and their parents are made aware of this in the Senior Course Subject Information Booklet and during SETPlanning interviews.

- b. Year 10 students are offered Structured Work Placement as a component of their Senior Secondary pathways program.
- c. Students in the Diverse Learning Program may access Structured Work Placement as part of their course of study. For more information contact the Deputy Principal - Inclusion.

**What are the criteria that must be met by students:**

- Paid Student Resources Scheme or committed to a payment plan
- 88% Attendance Rate
- Student must be on Good Standing (refer to Policy: Rewards and Recognition)
- Adhere to Woree State High School – *Student Code of Conduct*
- No outstanding assessment
- Pay the Service Fee

**The following are excluded activities:**

- driving of any watercraft exceeding 8 metres in length
- the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the insured agency, except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times
- air traffic control, except for the observation by Australian Defence Force work experience students of the Insured Agency who must be under direct supervision of a suitably qualified Australian Defence Force member at all times
- the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac
- activities associated with railway track laying, track upgrading or track maintenance
- construction or maintenance of railway locomotives or railway stock, except for the participation by work experience students of the Insured Agency at Queensland Rail workshops and Rollingstock Maintenance Depots, Aurizon workshops or Downer EDI Rail workshops where those work experience students must be under the direct supervision of a qualified and experienced Queensland Rail, Aurizon or Downer EDI Rail employee at all times
- underground mining
- oil and/or gas fields and oil and/or gas refineries; except for the participation by work experience and/or vocational placement students of the Insured Agency at Coal Seam Gas (CSG) industry and Liquefied Natural Gas (LNG) industry workplace sites where those work experience and/or vocational placement students must be under the direct supervision of a qualified and experienced CSG or LNG industry employee at all times
- the use, handling and storage of firearms and explosive devices
- abseiling
- rock and/or mountain climbing
- white water rafting and canoeing
- bungee jumping and its associated activities
- underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.

## STUDENT RESPONSIBILITIES

The student responsibilities are:

- identify potential work experience placements of interest and provide this information to the work experience coordinator, on request
- collect and abide by all necessary information about their work experience placement including hours of work, clothing, personal protective clothing/equipment, prior to placement
- complete any required paperwork requested by the school and work experience provider to facilitate the placement
- comply with the responsibilities outlined in the Work experience agreement
- sight all forms about work experience placements and understand rights and responsibilities about workplace health and safety, and harassment and discrimination in the workplace
- comply with all reasonable directions given by the work experience provider
- maintain a record of tasks demonstrated on the job

- respond to any instance of harassment or unlawful discrimination by:
  - advising the offending person immediately that they do not want them to behave in that way
  - informing their work supervisor and parent, guardian or caregiver; and/or
  - contacting the school principal or work experience coordinator.
- report any injuries sustained from accidents and incidents occurring on work experience to a work supervisor and school principal or work experience coordinator.
- reflect on and evaluate the work experience placement at the conclusion of the program to inform post-school pathway planning.

## PARENT RESPONSIBILITIES

Woree State High School asks that all parents:

- signing all necessary paperwork and returning by due date
- provide any medical information relating to the student which may impact on the safety of the student or the safety of others in the workplace, for inclusion on the work experience agreement form
- ensure transport arrangements are made for the student to travel to and from their work experience placement
- accept responsibility for all expenses related to the student's participation in the work experience placement
- immediately notify the school and work experience coordinator if the student is unable to attend work experience.

## STAFF RESPONSIBILITIES

Delegated officers (work experience coordinators, teachers, nominated officers, contractors)

- are the main point of contact between the student, work experience provider and the school
- develop the work experience program as a key component of a broader career education program
- ensure all parties to the work experience agreement are aware of their responsibilities, including any reasonable adjustments which need to be made for students with disability
- ensure all work experience arrangements are made in consultation with students, parents and work experience providers
- ensure all work experience arrangements comply with the *Education (Work Experience) Act 1996* (Qld)
- ensure risk assessment processes are undertaken for all work experience arrangements
- ensure that a work experience provider does not provide work experience to more than a number of students equal to the total number of persons in full-time employment, unless special circumstances exist and approval of Director-General of Education is obtained to vary that number
- initially explore availability of placements
- maintain a register of all work experience placements.
- manage processing of any insurance claims arising from participation in work experience
- monitor the progress of students whilst on work experience
- review and evaluate the work experience program
- support students to find work experience positions, liaise with work experience providers, complete paperwork and ensure students are prepared for work experience
- visit students on work experience at least once during placement
- visit venue and make arrangements for student/s to contact an appropriate staff member from school in case of need when a work experience placement is arranged to take place during vacation periods

## WORK EXPERIENCE PROVIDERS RESPONSIBILITIES

Each work experience provider has the following responsibilities:

- discuss the proposed workplace activities to be undertaken by the student with the school, together with the associated workplace procedures to ensure the safety and wellbeing of the student
- provide the student with all necessary information about the work experience placement prior to undertaking the placement
- where applicable, make reasonable adjustments to support students with disability to access and participate in work experience on the same basis as a student without disability

- comply specifically with the provider's obligations in the *Education (Work Experience Act) 1996* (Qld) and the responsibilities outlined in the Work experience agreement
- if requested, provide information relating to any incident or accident involving a school student to facilitate a claim being made against the Department of Education (DoE)'s liability and/or workers' compensation insurance policies arising from participation in work experience.

## **SCHOOL RESPONSIBILITIES**

The responsibilities of the Principals are to:

- establish the work experience program ensuring that at all times the health and safety of the student and the educational value of the program are the primary considerations
- approve work experience arrangements only if, in the principal's opinion, the work experience provider is suitable to provide work experience
- approve negotiation of placements for students (living in state border areas near New South Wales or the Northern Territory) with intended work experience providers in New South Wales or Northern Territory only when suitable placements are not available in the local area;
- may delegate responsibilities relating to work experience to a nominated officer, teacher, employee or contractor engaged by the educational establishment.